

# Contractors and Subcontractors

## **New Contractors**

New contractors must be able to provide, or arrange to provide through subcontractors, all screening services required by the Early Detection Works program (EDW). These required services can found in Attachment B of the contract. The information regarding who will provide subcontracted services must be secured at the time the Contractor signs the Contract.

The Regional Nurse, or other EDW staff, will review the contract with the new contractor.

The EDW contract (and subcontract) contains the following required pieces:

Contract - Agreement between Contractors (or subcontractor) and KDHE. Page 2 needs signed and dated.

DA146 - Lists mandatory program provisions. Date needs filled in.

Attachment A - Lays out eligibility guidelines for service recipients.

Attachment B - Lists required services for the EDW program. Must include customary charges for their services. Can also be completed on-line at [http://www.kdheks.gov/edw/attachment\\_b.htm](http://www.kdheks.gov/edw/attachment_b.htm) or [http://www.kdheks.gov/edw/attachment\\_b\\_subcontractor.htm](http://www.kdheks.gov/edw/attachment_b_subcontractor.htm). This section of the contract should be updated on an annual basis.

Attachment C - Contains the reimbursement rates for EDW contractors and subcontractors

Attachment D - If contract is being filled out by a contractor, Attachment D should list the subcontractor(s) being utilized by that agency. For a subcontract, Attachment D should list the contractor(s) that the subcontractor provides services for.

Each page of the contract and attachments contains an initial and date box which should be filled in.

## **Payments**

Bills for both contractors and subcontractors should be submitted to EDW through the contractor. EDW will make all payments directly to the provider of the service (contractor or subcontractor).